



POLICE OFFICER

Opening Date: December 21, 2006

Closing Date: Open until position filled

Applications are currently being accepted for a **Certified Police Officer** within the Police Department's patrol division. Once probation is completed officer may also be assigned to a specialty unit or division such as Traffic, Investigations, Tactical Services Unit, Community Response Team, etc.

QUALIFICATIONS:

- **Applicants must be DPSST Certified or a certified officer from another State**
- Applicants must be at least 21 years of age; high school diploma or equivalent; a citizen of the United States; without prior criminal conviction except for minor traffic violations; and the ability to pass a physical, hearing, visual, and psychological exam.
- Possession of a valid Class C Oregon Driver's license and an acceptable driving record.
- Ability to type by touch; knowledge of and experience using a computer keyboard.
- Ability to work rotating shifts, subject to call back or other alternative work schedules.
- Candidates will be subject to a background investigation, including but not limited to, criminal and driving histories.
- Bi-lingual skills (Spanish or Russian) desirable

SALARY RANGE : \$3,643-\$4,868 per month depending upon experience. Additional pay is given for Intermediate, Advanced, and/or Bi-lingual certifications

APPLY AT: Woodburn City Hall - Personnel Office
270 Montgomery Street Website: www.woodburn-or.gov
Woodburn, OR 97071 Phone: (503)982-5210

Under provision of the Immigration Reform and Control Act of 1986, the City of Woodburn requires any person hired or rehired to provide appropriate documentation of eligibility for employment.

No smoking is allowed in City buildings. The City of Woodburn promotes a Drug-Free Workplace.

If you wish to identify yourself as a qualified individual with a disability under the Americans with Disabilities Act of 1990 and will be requesting accommodation, that request must be made to the Personnel Officer **no later than the closing date of this job announcement** and the applicant must provide information on how reasonable accommodation may be met.

See Reverse Side For Additional Information

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ESSENTIAL JOB FUNCTIONS: (Examples of Duties)

Serves and protects the public, and enforces local and state laws. Observes and/or investigates, pursues, apprehends, detains, cites and/or restrains, and escorts suspected law violators to a custody facility. Establishes contacts with the public on a proactive basis and builds good public relations within the community. Effects educational contacts with the public on how they can prevent and deter being victims of crimes. Maintains high visibility and supports community policing policies. Maintains a professional image and confidence through personal appearance. Prepares and delivers oral presentations at public forums such as schools or community meetings. Completes firearm qualifications at or above department standards. Asserts above average driving skills under stress and non-stress conditions. Keeps informed on laws and court decisions.

Interviews victims, witnesses, and suspects to crimes. Conducts background investigations. Identifies, photographs, measures, collects evidence at crime scenes and enters information into notebook, and subsequently present the evidence through testimony in court. Completes investigations using computerized equipment with a complete, understandable, brief and accurate written report.

Observes activities in assigned area, and makes security checks. Gathers and disseminates gained intelligence information. Maintains a high degree of alertness over long periods of time. Has the ability to apply department policy and use judgment under stressful circumstances while responding to and/or reacting to a hazardous emergency situation. Utilizes training to recognize and report hazardous materials incidents. Effects personal service of subpoenas, summons, restraining orders, and other miscellaneous papers on the public. Possesses the training and the ability to converse over a two-way radio and utilize cellular telephone.

OTHER JOB FUNCTIONS:

Provides responsible care of assigned vehicle and other assigned equipment. Conducts extra duties as required.

AN EQUAL OPPORTUNITY EMPLOYER